DRAFT

Present: Professors Lebbon, Doyran, Valentine, Deveaux, Waring, Vogal, Behrman, McNamee, Becker, and VP and CIO Bergmann

1) The meeting was called to order at 3:40 p.m. on December 2nd, 2014
2) Student list has been removed from email notifications to professors regarding who has and has not completed the evaluations; professors are now only receiving a count on the number of students yet to complete the evaluations
3) Suggestion to spend time explaining to students how they benefit from the survey, and how it used for promotions and tenure
4) The open questions are extremely important in review of tenure and promotions committee so SETL committee would like to keep those questions
5) Bergmann communicated the following:
    i. Lehman is about to launch a portal called *Single Sign-on* wherein students will have access to Blackboard, CUNY first, Connect, etc.
    ii. Agrees that a shorter survey is better
        1. The committee is in consensus that the survey needs to be shorter
    iii. We can make the survey more accessible via student connect portal
    iv. Is pitching that students have private access to some key questions' responses prior to taking a course for a duel effect; the responses would be delivered to the students only as a numeric average. The open-ended responses would only be available to faculty
    v. It is possible to have the demographic information automatically populated for the students so they do not have to waste time filling out that information
6) Suggestion to have Lehman Connect provide evaluation directions or a message about the importance of the evaluations. Or have Blackboard run a flashing banner that reminds students to complete the survey and announcing when the survey is available
7) Becker suggested the survey be mobile-enabled to increase response rate
8) Can we have the survey company create a draft of the shorter survey? To save time, Lebbon will create a mock survey with below questions suggested for the shorter survey:
    i. For the Classroom surveys, the committee suggested only asking students the following items:
        1. 1.7, 4.4, 4.5 (same rating scale for these 3), 5.1, 5.2 (same rating scale for these 2), 6.1 and 6.2 (free text)
    ii. For the Online surveys, the committee suggested only asking students the following items:
        1. 1.7, 4.4, 4.5 (same rating scale for these 3), 5.1, 5.2 (same rating scale for these 2), 8.1 and 8.2 (free text)
9) The committee hopes for a May target deadline for implementation of the new survey
    i. The committee discussed possibly asking chairs which questions they use for evaluation during promotions/tenure; try to get this on agenda for next FP&B meeting
    ii. If individuals feel that too many questions are missing, some questions that are not used in promotion/tenure evaluation could be included as supplemental on Blackboard survey. Vogal can populate a template survey for all to use, or

DRAFT

creation of Organization via Blackboard to share the information and have available to all faculty for use

iii. We could also create a form of questions to ask students about their preferences for questions-responses that are important for them to see prior to taking a course, which could aid the development of survey moving forward; the SETL committee could deliver this to our classes

10) Valentine will send an email invitation to a Governance representative and/or Union representative to sit in our February meeting for feedback/input on the new survey.

11) The meeting adjourned around 4:30 p.m.

Respectfully submitted,

Angela R. Lebbon